

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 6 March 1957

FROM : AO/OS

SUBJECT: Weekly Activity Report #10

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

1. EE/CHIEF OF PLANS: During her visit to the Overseas Branch, [REDACTED] 25X1A9a
- EE [REDACTED] is developing a training-briefing program within the Division for new [REDACTED] personnel, especially those who have had no previous field or DDP headquarters experience. To provide study material for this program, [REDACTED] 25X1A
- [REDACTED] has as one of his functions the task of screening case files for cases or portions of cases having instructional value. The trainee studies documents relating to operations in his [REDACTED] area, then discusses them with senior personnel of the Branch. 25X1A
- [REDACTED] stated that training emphasis is less on operational tradecraft than on the procedures, formats, contingencies and courses of action which must be used and dealt with by a [REDACTED] officer. [REDACTED] agreed, however, that EE case screening does have potential value for OTR, in that [REDACTED] is in a position to spot cases which, adequately sterilized, might be usable as case studies within OTR. She suggested that she discuss with [REDACTED] any OTR exploitation of EE's program before OTR itself takes any action in the matter. 25X1A9a

25X1A9a 2. [REDACTED]

training aids kit which would be quite basic and simple but would give a case officer enough materials and instruction to enable him to construct his own training

~~SECRET~~

Document No. _____	219
No Change in Class. <input type="checkbox"/>	
<input type="checkbox"/> Declassified	
Class. Change <input type="checkbox"/>	10 3 0
Auth. [REDACTED]	
By [REDACTED]	3

~~SECRET~~

aids. It is felt that such a training kit, if kept simple and inexpensive, might prove an asset to several other stations. The Overseas Branch also reminded the [REDACTED] is now equipped to handle routine requests for training materials, and that a training aids man will be at the [REDACTED] Station for the next four months for consultation on these matters.

25X1A

25X1A6a

3. TRAINING MATERIAL IN PREPARATION:

[REDACTED]

25X1A9a

examples of agent raw reports for sterilization and incorporation into the "Guide to Instruction in Basic Tradecraft." To date, three reports have been obtained on loan for reworking into training examples.

4. TRAINING MATERIALS FORWARDED:

a. USAF: Forty-four OTR-originated training documents were released to FI, [REDACTED] for transmittal to Detachment #1, 1137th Special Activities Squadron, USAF. This constituted OTR's contribution towards filling a comprehensive request for CIA material which USAF intends to use in training its own personnel.

25X1A

b.

[REDACTED]

25X1C

c.

[REDACTED]

25X1C8a

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

25X1A6a

- d. [REDACTED] Fifty copies of a requested [REDACTED] were obtained and forwarded to C/OFC [REDACTED] for use in the Operations Familiarization Course.

25X1A  
25X1A6a

25X1A6a

- e. [REDACTED] Twenty tradecraft training documents were dispatched to the [REDACTED] for transmittal to the field and use in routine indigenous training there.

25X1A8a

25X1A

- f. EE/ [REDACTED] On 1 March [REDACTED] of the [REDACTED] visited the Overseas Branch to review information on recognition signals as available in tradecraft manuals and lesson plans. She was working on a plan for reestablishing contact with a staybehind agent, and wished to refresh herself on fundamentals. [REDACTED] later reported the exercise definitely worthwhile. In instances when training material is requested by Headquarters personnel for short-term use, the Overseas Branch has been inviting interested personnel to consult our selection on the premises as a substitute for the more time-consuming process of issuing the material to other CIA components concerned.

25X1A9a

25X1A9a

C. ADMINISTRATIVE:

1. On 1 March Messrs. [REDACTED] of the OTR Administrative Office met with AO/OS, [REDACTED] and Mrs. [REDACTED] to discuss the disposition of records now in the OTR vault, as well as the future of an accumulation of unfiled training material now at Records Center. With regard to the vault material, [REDACTED] is now assisting [REDACTED] in the screening of old lesson plans for possible destruction. Much obsolete material has been disposed of (always retaining at least one copy for historical purposes), despite the fact that [REDACTED] has been able to devote only a small portion of her time to the screening of material because of the constant flow of incoming requests for lesson plans from various parts of the Agency.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

~~SECRET~~

CONFIDENTIAL

~~CONFIDENTIAL~~

~~SECRET~~

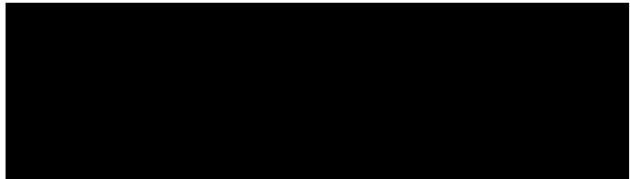
The material in the Records Center referred to above was sent there by the Operations School but apparently Records Center did not have a clear understanding of its intended disposition. AO/OS attempted to find out by telephone how much of it is usable. It was finally decided the best procedure would be for [REDACTED] to visit Records Center as soon as time permits and screen the material on the spot.

25X1A9a

2. A request has been submitted to have room 205 in building [REDACTED] converted to a restricted area, in order to handle storage of that material which is to be an AO/OS responsibility.

25X1A6d

25X1A9a



~~CONFIDENTIAL~~

~~SECRET~~